SAFETY TRAINING Sheet
Chesapeake Employers Insurance
Your workers' compensation specialist

PREPARING EQUIPMENT OPERATORS

Help your heavy equipment operators get safety in gear. Use this training to lead a discussion about the particular safety needs of the kinds of equipment your company uses.

In your training session:

1. **Ask your equipment operators what they must inspect on their equipment, and when.**
   - **When**: Inspect equipment before use, daily, and as needed depending on the kind of equipment. Some kinds of equipment, such as cranes, have safety standards determining when and how inspections should be conducted.
   - **Examples of what to inspect:**
     - Safety devices (i.e., back-up alarms, lights and seatbelts)
     - Communication devices
     - Operator controls (i.e., brakes and steering)
     - Tires inflated and in good condition
     - No fluid leaks
     - Operator manual accessible
     - Parking brake set and any lock-out/tag-out procedures met before exiting vehicle
     - Cab protection for equipment involved in hoisting operations

2. **Review the factors that increase the risk of equipment rollovers, and what can be done to reduce the risk.**
   Examples include:
   - Excessive speed: Slow down.
   - Abrupt changes in terrain, such as trenches: Erect barriers around these dangerous areas and know your surroundings. Have spotters to guide you around these areas.
   - Excessively heavy loads: Know your equipment's load capacity and limitations.

   Remind your employees to always wear their seatbelts and try to stay within the rollover protection system (ROPS) if the equipment starts to tip.

3. **Have your employees watch OSHA's 4 minute "Vehicle Back-Over" video in English or Spanish.** Follow the video with a discussion of the factors involved in preventing vehicle back-over, such as:
   - Constant communication with spotters
   - Good understanding of equipment dimensions, blind spots and swing radii
   - Awareness of surrounding work
   - Construction of barriers around equipment

4. **Review any other basic driving rules that apply to your equipment operators.** Address your company's policies on seatbelts, cell phones, music and speed limits for each piece of equipment.

5. **For more free information on safe equipment operation, consider downloading the Roadway Safety Program,** an OSHA-funded program developed by a consortium of different companies involved in roadway safety.

VOCABULARY

Communication – Comunicación [koh-moo-nee-kah-SEE-OWN]

Heavy equipment operator – Operador de equipo pesado [oh-peh-rah-DOR day ay-KEE-poh pay-SAH-doh]

Load – Carga [KAHR-gah]

Rollover – Vuelco [VWELL-koh]

Seatbelt – Cinturón de seguridad [seen-too-ROHN day say-goo-ree-DAHD]

Speed – Velocidad [vay-loh-see-DAHD]

USEFUL EXPRESSIONS

Inspect the equipment – Inspeccione el equipo [eens-paik-SYOH-nay ell ay-KEE-poh]

Slow down – Disminuya la velocidad [deece-mee-NOO-yah la vay-loh-see-DAHD]

Wear your seatbelt – Abróchese su cinturón de seguridad [ah-BROH-chay-say soo seen-too-ROHN day say-goo-ree-DAHD]

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MOWER SAFETY

Careless operation of mowers can mean the difference between cutting the lawn and cutting the operator or bystanders. Make sure that your employees understand and follow mower safety rules to keep them and others safe on the job.

In your training session:

1. **Ensure that all mower operators at your company are familiar with the mower and have read the operator's manual.** If practical, take this time to point out different parts and functions of one of the mowers you use, such as:
   - where the guards are and how they work
   - where the discharge vents are located
   - where the cutting chute is located
   - how the controls work (i.e., the "Deadman Switch")
2. **Review the kinds of personal protective equipment that mower operators must use,** including hearing protection, safety goggles, long pants, protective close-toed shoes and gloves. Also address other clothing concerns, such as tying back long hair, removing jewelry and wearing only well-fitted clothing.
3. **Ask your employees what steps they must take BEFORE operating a mower.** Examples include:
   - Ensuring that all guards are in place
   - Testing the steering and brakes
   - Checking that the tires are inflated and in good condition
   - Inspecting for any prior damage to the mower
   - Examining the area to be mowed for any sign of ground hazards
   - Ensuring that safety devices have not been compromised
4. **Ask your employees to describe safe operations procedures,** using the following questions to generate a discussion.
   - How should you operate a mower on slopes or uneven ground?
   - What should you be aware of while operating a mower?
   - Is it ever safe to have a passenger on the mower?
   - What is the maximum safe speed?
   - When can a mower operator drive in reverse?
   - In which conditions is it unsafe to operate a mower?
   - How do you safely stop a mower?
   - What precautions should you take if you must use the mower on a road?
   - Why should you never turn on the mower engine indoors or in enclosed spaces?
5. **Discuss how to safely perform maintenance and inspections on mowers. Demonstrate this in small groups if possible.**
   - **Before beginning maintenance or inspections:**
     - Shut off the engine and wait for the blades to come to a complete stop.
     - Disconnect the spark plug wire.
     - Wait for the engine to cool before refueling.
     - Ensure that adequate support systems are in place to stabilize the mower when it is elevated.
   - **When performing maintenance or inspections:**
     - Exercise caution when working around the blades.
     - Remove debris from mower parts to prevent fires.
     - Replace dull and damaged blades and other worn parts.

VOCABULARY

Blades – Paletas [pah-LAY-tahs]

Engine – Motor [moh-TOR]

Guards – Protecciones [pro-taik-see-OH-nace]

Mower – Cortacésped [kor-tah-SAY-spaid]

Speed – Velocidad [vay-loh-see-DAHD]

USEFUL EXPRESSIONS

Inspect the equipment – Inspeccione el equipo [eens-paik-SYOH-nay ell ay-KEE-poh]

Turn off the engine – Apague el motor [ah-PAH-gay ell moh-TOR]

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WOOD CHIPPERS

Don't risk your employees' ending up on the wrong side of the chipper. Train chipper operators to use the machine safely in accordance with the manufacturer's intentions. Even after training, continue to periodically supervise chipper operators to ensure that safe work practices are constantly observed.

In your training session:

1. **Ask your employees to describe dangerous behaviors that contribute to wood chipper accidents.**

2. **Review the safety features of the chipper you use.** Explain any actions that your employees need to take in order to use these features properly. Examples may include:
   - **Emergency stop devices:** can be used to stop the chipper in an emergency
   - **Rubber curtains:** lower the risk of operators being struck by debris or being caught in the equipment
   - **Wooden push tools:** enable the operator to push materials into the chipper without directly exposing their hands
   - **Feed tray extensions:** increase the space between the operator and the chipper blades

3. **Ask your employees to describe the steps they should take BEFORE operating a chipper.**
   - Inspect the chipper for damage.
   - Ensure that the chipper guards are in place and that the hood is closed and latched.
   - Secure the trailer wheels to keep the chipper from slipping.
   - Make sure that anyone in charge of emergency safety controls is alert and readily available.
   - Inspect the wood you plan to load into the chipper to ensure that there are no foreign materials mixed in.

4. **Review safe chipper operations using the following discussion questions:**
   - What types of clothing and personal protective equipment is needed to safely operate a chipper?
   - Name some of the kinds of clothing or objects that could become snagged in the chipper.
   - How should the chipper operator stand relative to the machine?
   - How should you arrange branches as you load them into the chipper?
   - How many people should be involved in chipper operations? Who is responsible for what?
   - What is the minimum safe distance you should keep between your body and the chipper?
   - What should you do if the chipper becomes clogged?
   - What should you do if someone is injured by the chipper?
   - How should you leave the chipper when work is paused or finished?

5. **Discuss how to safely perform maintenance and inspections on chippers.** Demonstrate this with individual operators if possible, reviewing lockout/tagout procedures, proper use of lockout pins and the procedure for refueling.

For more information on chipper safety, see OSHA's Safety and Health Information Bulletin: "Hazards of Wood Chippers."

VOCABULARY

Branches – Ramas [RAH-mahs]

Gloves – Guantes [GWAHN-tace]

Safety goggles – Gafas protectoras [GAH-fahs pro-taik-TOH-rahs]

Wood Chipper – Astilladora de madera [ahs-tee-yah-DOH-rah day mah-DEH-rah]

USEFUL EXPRESSIONS

Position yourself to the side of the chipper – Métase al lado de la astilladora [MAY-tah-say all LAH-doh day lah ahs-tee-yah-DOH-rah]

Safe distance – Distancia segura [deece-TAHN-syah say-GOO-rah]

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BUCKET TRUCKS

Bucket trucks are extremely helpful to many industries, but take care that extending your reach does not put your employees at risk for a steeper fall. Train your bucket truck operators to work safely in accordance with OSHA's Aerial Lift standard, 29 CFR 1926.453, and other applicable standards.

In your training session:

1 Ask your bucket truck operators what they must inspect before using the equipment.

Equipment Inspection:

- ☐ Tires are in good condition
- ☐ There are no leaks
- ☐ Lights, horn and alarms are working
- ☐ Equipment is free of damage
- ☐ Weld integrity is good
- ☐ Battery and charger are fine
- ☐ Steering and brakes are functional
- ☐ Lift components are in place and functional
- ☐ Decals indicating lift/angle/weight limits are in place

Work Site Inspection:

- ☐ Emergency brake is engaged
- ☐ Wheel chocks are in place
- ☐ Equipment is coned off
- ☐ Truck is parked on even ground
- ☐ Weather conditions are safe (including wind speed)
- ☐ Area is clear of unauthorized persons
- ☐ No overhead obstructions
- ☐ Truck and boom's position and trajectory relative to overhead power lines are safe

2 Lead a discussion on how to safely operate the boom, using the following questions as a guide.

- How should you position the boom?
- What is the load capacity for your bucket truck(s)? What is the procedure for verifying that a load does not exceed the load capacity?
- How close can the boom come to overhead power lines?

3 Lead a discussion on how to safely work inside the bucket, using the following questions as a guide.

- How should you enter and exit the bucket?
- How should you position yourself when standing in the bucket?
- What kind of fall protection equipment is needed for workers inside the bucket? Where should the tie-off and anchorage points be?
- Is it safe to use ladders, step-stools or other objects to increase working height inside the bucket?

4 Review power line safety guidelines.

At minimum, have employees maintain a distance of at least 10 feet between power lines and all equipment parts depending on the line voltage, treating all lines as if they are energized. For more on powered equipment electrical safety requirements, see OSHA standard 1910.333(c)(3).

5 To reinforce training considerations, have your employees watch "Bucket Truck Safety" (12 minutes), available online to Chesapeake Employers' policyholders with an E Services account. Don't have an account? Click here to set up your account today.

VOCABULARY

Bucket truck – Camión grúa con aguilón [kah-mee-OWN GROO-ah- kohn ah-ghee-LOHN]

Emergency brake – Freno de mano [FRAY-noh day MAH-noh]

Fall protection – Protección contra caídas [pro-taik-see-OWN KOHN-trah kah-EE-dahs]

Power lines – Cables de alta tensión [KAH-blace day AHL-tah tain-SYOWN]

Safety harness – Arnés de seguridad [ahr-NACE day say-goo-ree-DAHD]

USEFUL EXPRESSIONS

Inspect the equipment – Inspeccione el equipo [eens-paik-SYOH-nay ell ay-KEE-poh]

Maintain a safe distance – Mantenga una distancia segura [mahn-TAIN-gah OO-nah dees-TAHN-see-ah say-GOO-rah]

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EQUIPMENT SAFETY

SAMPLE SAFETY TRAINING Agreement

Chesapeake Employers Insurance™
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_____ **(Name of Company) views keeping its employees safe as a first priority. We aim to ensure that all our employees recognize equipment operation hazards and follow our related safety policies. Upon completion of an equipment operation safety training, we require our employees to agree to follow certain safety rules to protect themselves from unnecessary risks.**

Please read and initial the following statements to indicate that you understand and agree.

Initial

Before Using Equipment.

Before using any kind of equipment, I will inspect it and the work area to verify that it is safe to begin work. _____

Heavy Equipment Operators.

When operating heavy equipment, I will:

- not exceed the equipment's load capacity. _____
- maintain a safe speed in accordance with the operator's manual and company policy. _____
- not allow passengers to ride on equipment unless there is a seat designed for this purpose. _____
- not use a handheld cell-phone. _____
- wear my seatbelt (provided that the equipment has a seatbelt). _____
- stay within the rollover protection system (ROPS) if one is present. _____
- treat all overhead power lines as if they were energized, maintaining at least the minimum legal distance between them and the equipment. _____

When operating a bucket truck, I will:

- always wear fall protection inside the bucket. _____
- never overextend the boom. _____

Mower Operators.

When operating a lawn mower, I will:

- wear ear protection, eye protection, gloves, protective close-toed shoes and fitted, long pants. _____
- maintain a safe speed. _____
- never allow a passenger to ride along. _____
- stop the engine immediately if there are people or other hazards in the mowing area. _____

Wood chipper operators.

When working with or around a wood chipper, I will:

- ensure that the person in charge of emergency safety controls is alert and readily available. _____
- wear all necessary personal protective equipment and remove any loose clothing and jewelry. _____
- stand to the side of the chipper while loading it. _____
- keep my hands as far as possible from the mouth of the chipper. _____

I, _____ (Employee Name), understand and agree to follow the aforementioned safety policies. I understand that violating any of these rules may affect my position here at the company, up to and including termination of employment.

Name: _____ Date: _____

Signature: _____

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EQUIPMENT SAFETY

SAMPLE SAFETY TRAINING Agreement

Chesapeake Employers Insurance™
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_____ **(Name of Company) considera la seguridad de sus empleados como algo de primera importancia. Tenemos como propósito asegurar que todos nuestros empleados reconozcan los peligros de operar equipo y que observen nuestras políticas de la seguridad. Tras cumplir nuestra capacitación sobre la seguridad de operar equipo, requerimos que nuestros empleados firmen un acuerdo en el cual acepten unas condiciones de mantenerse a salvo durante actividades peligrosas.**

Lea cada de las frases que siguen. Firme si entiende y se decide a seguirlas. **Firma**

Antes de usar equipo.

Antes de usar cualquier tipo de equipo, inspeccionaré el equipo y el área de trabajo para verificar que sea seguro para trabajar. _____

Operadores de equipo pesado.

Cuando opero el equipo pesado:

- No sobrepasaré la capacidad de carga del equipo. _____
- Mantendré una velocidad segura de acuerdo con lo que dicen el manual del operador y la política de empresa. _____
- No permitiré que nadie se suba al equipo como pasajero a menos que haya un asiento creado para este propósito. _____
- No usaré un celular de mano. _____
- Llevaré el cinturón de seguridad (siempre que haya un cinturón en el equipo). _____
- Me mantendré dentro del Protector Contra Vuelcos (ROPS) si existe. _____
- Trataré todas las líneas de alta tensión como si fueran vivas, manteniendo por lo menos la distancia mínima legal entre las líneas y el equipo. _____

Cuando opero un camión grúa con aguilón:

- Siempre usaré protección contra caídas. _____
- Nunca extenderé demasiado el aguilón del camión. _____

Operadores de cortacéspedes.

Cuando opero un cortacésped:

- Usaré protección para los oídos y los ojos, guantes, zapatos cerrados protectores, y pantalones largos y ajustados _____
- Mantendré una velocidad segura. _____
- Nunca permitiré que nadie se suba al cortacésped como pasajero. _____
- Apagaré el motor inmediatamente si hay personas u otros peligros en el área de trabajo. _____

Operadores de astilladoras de madera.

Cuando opero una astilladora:

- Me aseguraré de que la persona encargada de los controles de seguridad en caso de emergencias esté alerta y disponible. _____
- Llevaré todo el equipo de protección personal necesario y me quitaré ropa floja y joyería. _____
- Me colocaré al lado de la astilladora mientras la cargo. _____
- Mantendré las manos lo más lejos posible de la boca de la astillador _____

Yo, _____ (Nombre del empleado), entiendo y acepto las antedichas reglas de seguridad. Entiendo que una violación de cualquiera de estas reglas podría acarrear acciones disciplinarias, incluyendo la terminación del contrato laboral.

Nombre: _____ Fecha: _____

Firma: _____

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